Steps to Enroll as a Therapeutic Administration Site
January 7, 2022

Please note: All steps below must be completed for a successful enrollment process. Failure to complete the steps fully and accurately will result in a delay in the administration of therapeutics.

If your site is only interested in ordering oral antivirals (Molnupiravir/Paxlovid), skip Steps 1 & 2 and go directly to Step 3A.

Step 1: Register with AmerisourceBergen (ABC) - mAb Only
   A. Fill out the "Monoclonal Antibody Information Collection Survey" here:
      https://redcap.vdh.virginia.gov/redcap/surveys/?s=PEAAFE38WA
   B. Providers will need to indicate if they have an account with AmerisourceBergen (ABC) as they distribute monoclonal antibodies for HHS. Sites without a current ABC account will need to provide a completed **"New Site Template" along with a copy of the physician's current medical license and/or pharmacy license.**
   C. VDH will submit these to ABC for expedited processing to set up accounts.

Step 2: Send Information to VDH
   A. Email the completed New Site Template and a copy of the physician's current medical license and/or pharmacy license to covid19therapeutics@vdh.virginia.gov.

Step 3A: Register with the U.S. Department of Health and Human Services (HHS)
   A. To set up an account with HHS Protect, email hhs-protect@teletracking.com, provide basic information about the therapeutics administration site, and identify the site as new.
   B. HHS will provide further registration information. Please note that reporting of Monoclonal Antibodies used and a small amount of additional data must be submitted to HHS **weekly** on Wednesdays.

Step 3B: Enroll in HPoP
   C. To set up an account with HPoP, email covid19therapeutics@vdh.virginia.gov, provide information including site name, site address, VTrckS Provider Number (if applicable), Point of Contact (POC) first name, last name, and email address.
   D. The POC will receive a welcome email from VPOP-no-reply@cdc.gov with login information. Once the POC has logged in, they will need to sign the attestation form, verify site receiving address/hours, and enter site license information.

Step 4: Request Available Therapeutics:
   A. Existing VaxMaX User: If you already have an existing VaxMaX account, please request Therapeutics through the "Provider Portal" tab and click the "Request Therapeutics" button. Add doses to the "Quantity Requested" column and input the requested information and click submit to transmit the request to VDH.
   B. Non-VaxMaX User: If you do not have an existing VaxMaX account, please request Therapeutics through the REDCap Survey here:
      https://redcap.vdh.virginia.gov/redcap/surveys/?s=L4HKLLKHPA.

If you have any questions, please reach out to covid19therapeutics@vdh.virginia.gov.